



Good Morning/Afternoon, VISTA Leaders!



Time Management

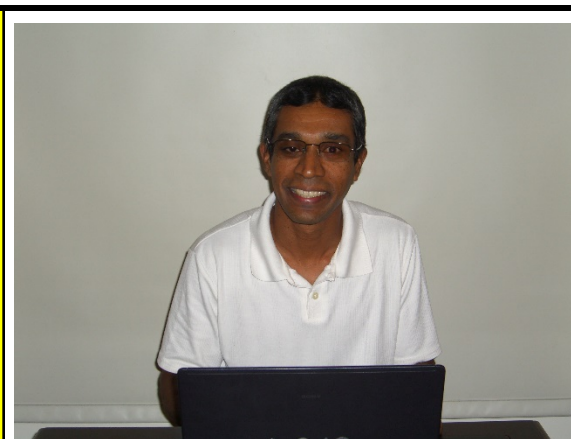


Webinar begins at 2 PM ET

**“ I slept and dreamt that life was a joy,
I awoke and saw that life was service.
I acted and behold, service was joy.”**

~ Rabindranath Tagore ~

Thank you for the opportunity to serve you today!!!



Kapila Wewegama

Planning and Managing our
Energy, Activities and Actions
to get the best out of available
time.



Time Management

Designed & Facilitated by Kapila Wewegama



Time Management

Session Goals:



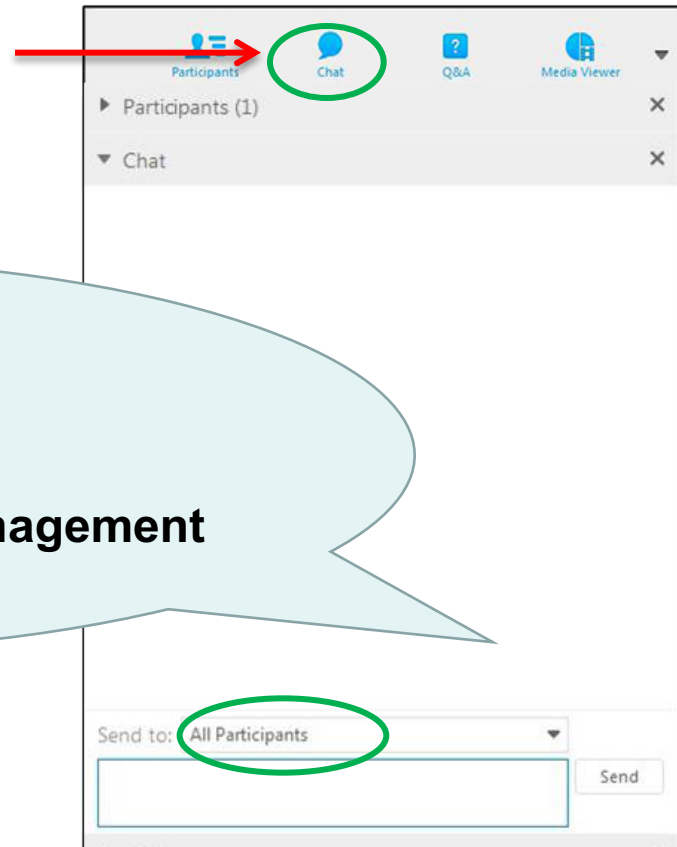
1. **Examine factors and behaviors that contribute to inefficient time utilization and procrastination.**
2. **Identify techniques and tools that will promote efficient utilization of time.**
3. **Begin to make a personal commitment and develop a plan to use time efficiently.**

Chat Question?



Time Management

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if you don't see
the chat panel.*



**Why do you think Time Management
is important?**

Why managing time
so important?

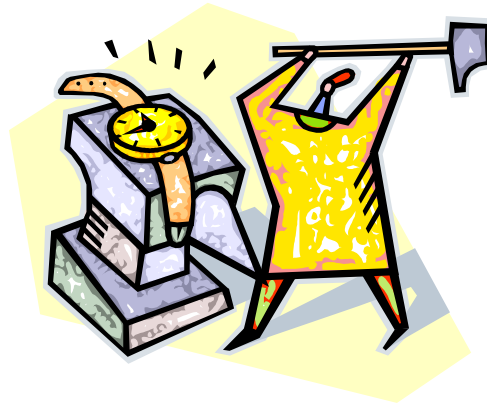


Time Management

- Increased self-confidence and control
- Enhanced performance efficiency and productivity
- Stress reduction
- Accomplish things that really matters
- Meaningful reflection/thinking opportunities
- Greater personal and professional fulfillment



Time Management



Procrastination

Merriam-Webster SINCE 1828

GAMES | BROWSE THESAURUS | WORD OF THE DAY | VIDEO | WORDS AT PLAY | FAVORITES

procrastinate

DICTIONARY | THESAURUS

procrastinate

verb | pro·cras·ti·nate | \prə-'kras-tə-nāt, prō-\

Popularity: Top 20% of words

Examples: PROCRASTINATE in a sentence

Editor's note: Did You Know? ▾

Tip: Synonym guide ▾

Definition of PROCRASTINATE

procrastinated; procrastinating

transitive verb

: to put off intentionally and habitually

intransitive verb

: to put off intentionally the doing of something that should be done

—**procrastination** \-'kras-tə-'nā-shən\ noun



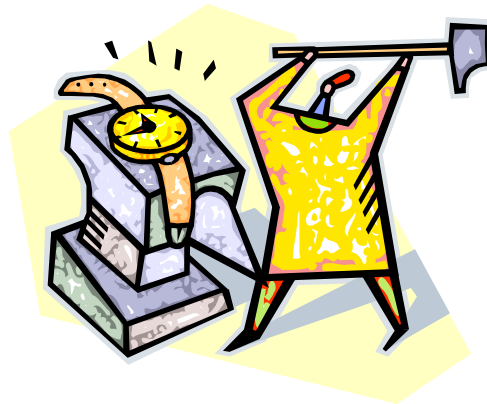
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Procrastination is a lifestyle for those who identify themselves as chronic procrastinators (*Psychology Today*)



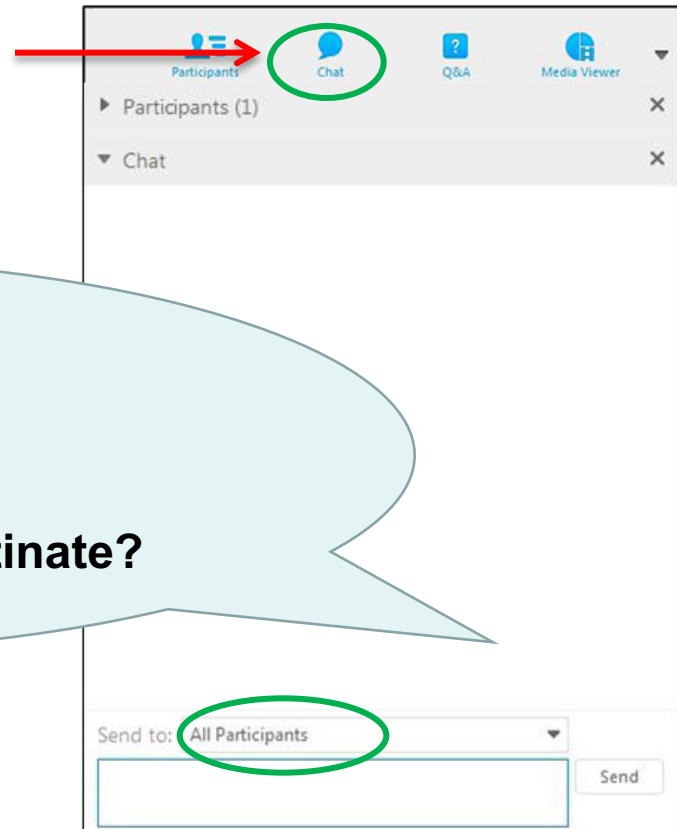
But for many, Procrastination is Very Selective

Chat Question?

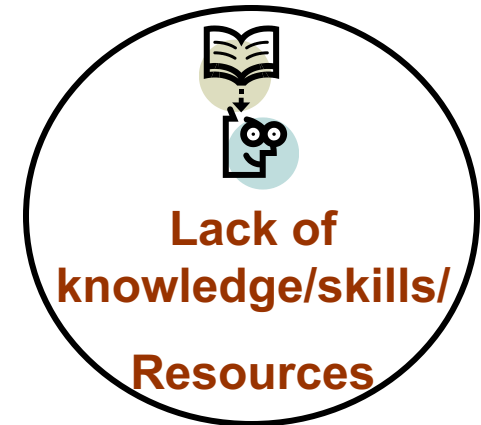


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Why do we procrastinate?



**5 Key Reasons for
procrastination**





Time Management



Lack of Energy

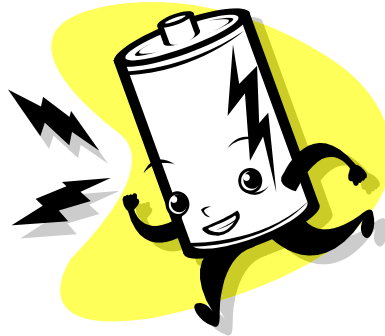


Time Management



Time Management is ➡ Self & Energy Management

Know Your Energy Boosting Activities



- ☺ What activities energize you and what emotions are associated with them?
- ☺ Are those part of your daily activities? If so, how can you increase those in your daily activities?
- ☺ **If not, how can you incorporate/include those into your daily activities appropriately?**



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What physical and mental reactions do you experience when you have to do *Energy Draining* activities?



Cost of Stress

The Centers for Disease Control and Prevention state unequivocally that **80% of our medical expenditures are now stress related.**

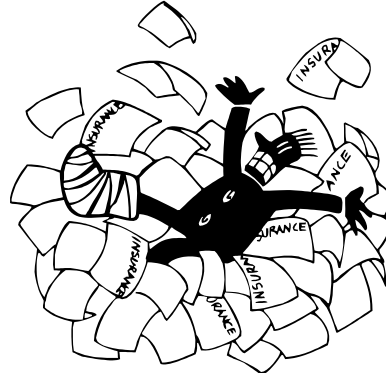
Fast Company Magazine, p. 88, 2/2003

U.S. companies lose between \$200-\$300 billion a year due to absenteeism, tardiness, burnout, decreased productivity, worker's compensation claims, increased employee turnover, and medical insurance costs resulting from employee work-related stress.

National Safety Council, Priority Magazine, 1-2/2007

"Stressed" spelled backwards is "desserts"

Take Control Over Your Energy Draining Activities



- What activities exhaust/drain your energy and what emotions are associated with them?
- **How can you minimize those energy draining/stress inducing activities or reduce their negative impact in your daily activities appropriately?**

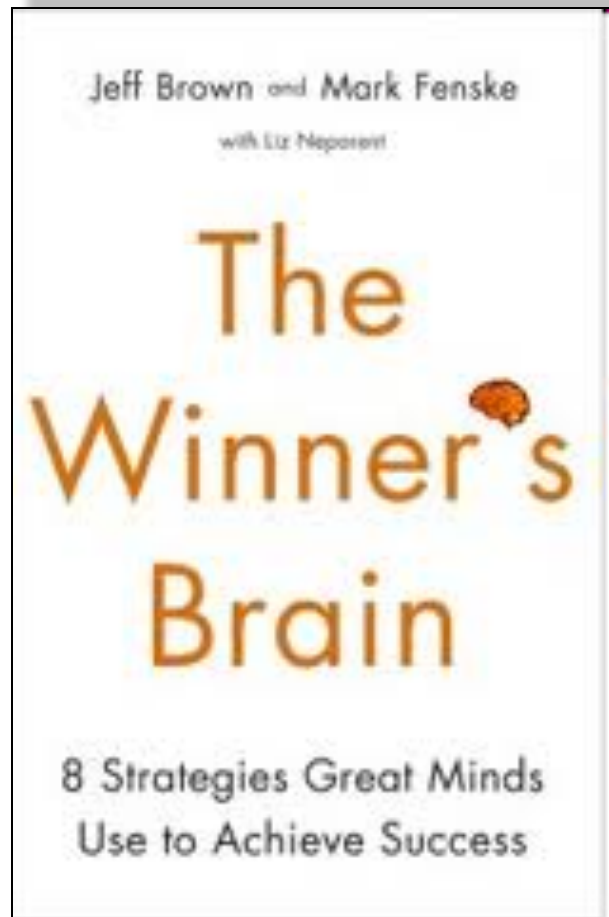


13 Tips to Get More Nutrition and Fitness into Your Day

-- By Life Coach Mary Guarino, Ph.D.

- 1. Drink water throughout the day**
- 2. Cut back on the amount of soda and coffee you drink.**
- 3. Replace high-sugar foods with low-sugar versions**
- 4. Stock up on healthy, portable snacks**
- 5. Take the time to plan healthy meals for the week**
- 6. Purchase frozen, ready-to-cook ingredients**
- 7. Pack your lunch the night before**
- 8. Cook double batches of whatever you're cooking**
- 9. Give yourself some slack**
- 10. Fit in exercise whenever you can**
- 11. Take a walk break during the day**
- 12. Whenever possible, walk**
- 13. Get enough sleep**





The last chapter - Brain Care looks at four domains:

- **Exercise**
- **Stimulation**
- **Nutrition**
- **Sleep**



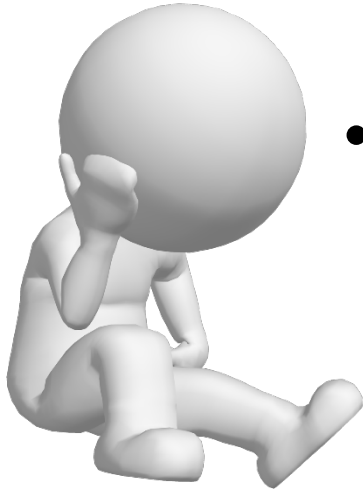
Employees who **exercised before work or during lunch breaks** were **better able to handle** what the day demands. Their general attitude also improved.

- 72% reported improvements in time management on exercise days.
- 79% said mental and interpersonal performance was better.
- 74% said they managed their workload better.
- 27% were higher for concentration on work
- 41% were higher for feeling motivated to work.

University of Bristol, Department of Exercise, Nutrition & Health Sciences, published in the International Journal of Workplace Health Management, 2008, Vol. 1, Issue 3



How do we waste time?



5 Time Wasters



**5. Lack of
schedules &
prioritization**

**1. Lack of or
unclear personal
& professional
goals**

Time Wasters



**4. Lack of
recallable
organization**

**2. Becoming
a victim of
others need
to kill time**

**3. Unaware
of subtle
time robbers**

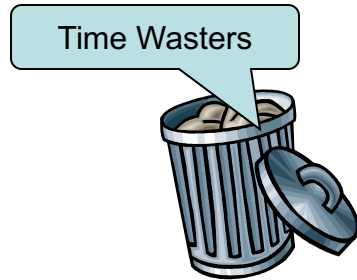
Time Wasters



**Lack of/unclear
personal &
professional
goals**

**Do I have clear personal &
professional goals for myself?**





**Becoming a
victim of
others need to
kill time**

On a typical day, office workers are **interrupted about seven times an hour**, which adds up to 56 interruptions a day, **80% of which are considered trivial**, according to time-management experts.

Wendy Cole, TIME Magazine, 10/11/2004

Time Wasters



**Becoming a
victim of
others need to
kill time**

**Are there individuals who waste
my time to kill their time?**



Time Wasters



**Unaware of
subtle time
robbers**

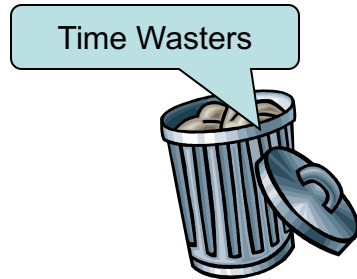
**So, how would I know what those
subtle time killers are?**



Date: _____

My Activity Log

[illegible]



**Lack of
recallable
organization**

Executives waste six weeks per year searching for lost documents.

From a survey of 2,600 executives by Esselte, maker of Pendaflex and Dymo, FastCompany Magazine, 8/2004

43% of Americans categorize themselves as **disorganized**, and 21% have missed vital work deadlines. Nearly half say disorganization causes them to work late at least 2 or times each week.

Jane Von Bergen, "So many reasons to neaten up...", Boston Globe 3/12/2006
Esselte survey, David Lewis

Time Wasters



**Lack of
recallable
organization**

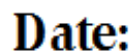
**How do I currently organize my
info, folders, documents, electronic
files/documents? What else can I
do to improve my organizational
methods?**





1 hour of planning will save 10 hours of doing.

❑ Maintain Active Things to Do List

[illegible]

**5. Lack of
schedules &
prioritization**

**1. Lack of or
unclear personal
& professional
goals**

***Please identify two Time
Wasters from these that you
are committing to combat
from today.***

**4. Lack of
recallable
organization**

Time Wasters



**2. Becoming
a victim of
others need
to kill time**

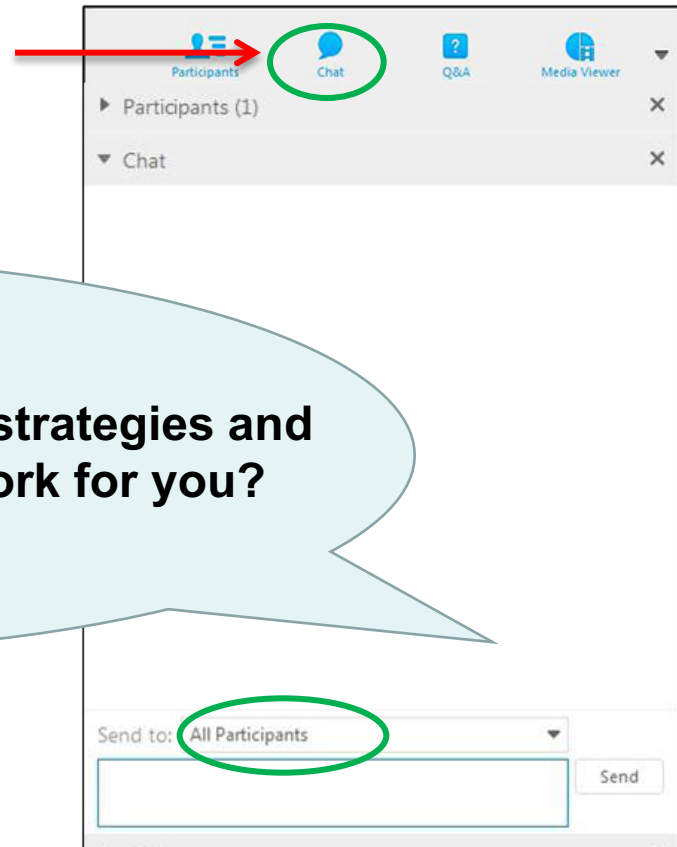
**3. Unaware
of subtle
time robbers**

Chat Question?



Time Management

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What are other Time Management strategies and techniques you have found to work for you?



Six Steps to Time Management



Six Steps to Time Management:

- 1. Become aware and acknowledge the need for change –
Needs Assessment & Self-Awareness**
- 2. Identify problem areas/opportunities –
Energy Boosters, Energy Zappers, Time Wasters**
- 3. Make commitment to change behavior (attitude & beliefs shift) –
Mind Set to develop a renewed Relationship with time**
- 4. Identify, develop and implement techniques for 3 weeks –
Plan and Act**
- 5. Monitor progress and make adjustments as necessary
Check-ups**
- 6. Moving the new behavior to habit
(Transformation)**



Time Management

Classic Time Management Question



Is this the best use of my time
right now?

Time Management is not doing the wrong things
quicker. That just gets us nowhere faster. Time
Management is doing the right things.



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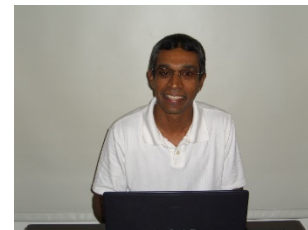
for your participation in



Time Management

Webinar!

PLEASE COMPLETE THE SURVEY!



Rapila Wewegama